

All About Your Benefits

January 2017

Contents	
A Note From The Commissioner	1
How Major Personal Events Impact Your Benefits	2
Premium Rewards	2
Explanation of Benefits Statements	3
Employee Assistance Program (EAP)	3
Making Dependent Coverage Affordable for Lower-Income State Employees	3
When is the New Leave Year?	4
General Leave Provisions	4
Leave Type, Leave Code, Definition and Use	5
General Contact Information	12
Visit VDOT's Benefits Website	13
Helpful Information	14
VRS Retirement Plans	15
Member Benefit Profiles (MBPs)	16
How Do I Access My MBPs?	16
Total Compensation Statement	17
Deferred Compensation	17
Workers' Compensation	18
Transitional Work Assignment Policy and Procedure	19
Safety Rules	19
Chief Engineer's Safety Excellence Award	20
State Fraud, Waste, and Abuse Hotline	21
Operating State Vehicles	21
Commuter Incentive Program	22
VDOT's Virtual Campus	22
Books 24x7	23
Learning Partnership Program	23
Career Development	24
2017 Pay and Holiday Calendar	27

A Note From The Commissioner



As Commissioner, I want to reaffirm our agency's ongoing commitment to sharing information with you about your employee benefits. While your base pay is important, the benefits programs that are provided and offered can significantly enhance the value of your total rewards package with the Commonwealth of Virginia.

Our benefits package includes a wide range of programs including paid leave, health benefits, life insurance, sickness and disability benefits, wellness and work-life programs, and participation in retirement and deferred compensation programs.

To obtain a personalized statement of your total rewards received through cash compensation, funded benefits, and leave, please visit the Employee Direct website sponsored by the Department of Human Resources Management (DHRM) to take advantage of this valuable resource: <https://edirect.virginia.gov/> EDL.

If you do not have an Employee Direct user name or password yet, you will need to register to access this tool. Easy to follow directions are available on the site. After logging in, please click on the link to My Employment Profile, and then click on the box for Total Compensation to view your personalized Total Compensation Statement.

Please also remember that the Department of Accounts website, Payline, is your source for earnings and leave information: <https://payline.doa.virginia.gov>. Both Employee Direct and Payline can be accessed from any internet connection, so you can access these sites on a computer from home or a local library at any time of day or night.

Because programs change over time, it is important that you take time to periodically review the highlights of our benefits programs. In addition to reviewing the information in this booklet, I encourage each of you to visit the VDOT Benefits website at http://www.virginiadot.org/jobs/benefits_of_working_at_vdot.asp. If you have detailed questions or need assistance, please contact your local human resources representative.

Our employees are our greatest resource and the key to VDOT's success. Keep up the great work you do every day as you play a vital role in keeping Virginia moving.

Charlie Kilpatrick, P.E.

Commissioner

How Major Personal Events Impact Your Benefits

Birth of a child, marriage, the loss of a loved one, dependent child over age 26, and divorce are life changing events that may require you to make changes to your benefits programs. Here are some questions to consider:

- Should I make changes to my beneficiaries on my life insurance policies?
- I have 60-days from the event date to make a change to my health insurance plan. Do I need to drop or add a dependent due to the event?
- I am moving due to the event, therefore do I need to change my address?
- I no longer need to pay for vision/hearing coverage now that my dependent is off of my health insurance. Can I change it?

For divorce and death of a dependent, you must contact your local HR office and make the change. In order to add a new dependent due to a personal event, you also must contact your local HR office within 60-days and provide the required documentation to add the new dependent. When in doubt, simply call your local HR Benefits Specialist.

When adding a dependent to your health insurance and the dependent does not have a Social Security Number, the Benefits Eligibility System (BES) will assign the dependent a temporary Social Security Number. Once the dependent has a valid Social Security Number, you need to provide the valid Social Security Number to your local HR Benefits Specialist so that it can be updated on your BES record. Failure to provide a valid Social Security Number for any dependent may impact their health care benefit.

Premium Rewards

State employees, retirees and covered spouses with health benefits coverage through COVA Care or COVA Health Aware plans are eligible to reduce the cost of their monthly insurance premiums by up to \$34 per month by completing a healthcare assessment questionnaire and biometric screening with measurements. The goal of the premium rewards program, administered by Well Advantage and ActiveHealth, is to encourage healthy lifestyle habits and to help decrease disease processes and risk of death. The results of your health assessment and biometric screening are not shared with VDOT. Well Advantage and ActiveHealth will manage all protected health information and are required to comply with the Health Insurance Portability and Accountability (HIPAA) regulations.

Employees with individual COVA Care and COVA Health Aware coverage are eligible to reduce monthly premium costs by \$17. Employees with a covered spouse are eligible to reduce monthly premium costs by \$34. You will begin receiving premium rewards on the 1st of the month following the completion, submittal, and acceptance of the health assessment and biometric screening.

To qualify, you must first set up an account on-line or by phone with ActiveHealth using your state employee identification number. The health care assessment can be completed on-line at www.myactivehealth.com/cova or by phone by contacting ActiveHealth at 1-866-938-0349.

You must also complete a biometric screening performed by a physician. Five of the following elements must be measured in the screening: blood pressure, waist measurement, height, weight, glucose, total cholesterol, HDL, LDL, and tri-glycerides.

Explanation of Benefits Statements

If you receive an Explanation of Benefits statement from your health benefits plan and do not understand it, here are some recommendations:

- For deductible and co-payments, visit your Health Benefits Member Handbook available at <http://www.dhrm.virginia.gov/healthcoverage/planhandbooks>
- Match up the service to the deductible limit and co-payment amount.
- If the statement still does not add up, there is a phone number for each insurance company on the back of your health insurance card. Call the insurance company directly for assistance regarding your claim.

Employee Assistance Program (EAP)

Employee Assistance Program (EAP) provides confidential information, support, and referral service, tools and resources designed to help maximize productivity and meet the challenges of life. As an employer-sponsored program, EAP services provide up to four free visits and are available to employees and their household members who are enrolled in the Health Benefits Program. Areas frequently addressed by the EAP include: Child Care and Parenting, Helping Aging Parent, Financial Issues, Legal Concerns, Work and Career, Emotional Well-Being, Addiction and Recovery, Wellness and Prevention, Concierge and Convenience Services and Life Events. Specially trained representatives are available 24 hours a day, 365 days a year, via their toll-free number on your membership card.

Making Dependent Coverage Affordable for Lower-Income State Employees

FAMIS (Family Access to Medical Insurance Security) is the Commonwealth of Virginia's health insurance program that makes health care affordable to cover children of eligible qualifying families. FAMIS covers the preventive medical care that growing children need to avoid getting sick, plus the medical care that will help them if they become ill or are hurt.

If your children **ARE** currently enrolled in the state employee health plan, you should call Cover Virginia to assess their eligibility for coverage before considering dropping them from your state employee health plan. Be sure to contact Cover Virginia for a thorough assessment of your child's eligibility for FAMIS before taking action. If you remove your child from your state health coverage and they do not qualify for FAMIS, you must wait until the next annual Open Enrollment or if you experience a valid qualifying mid-year event which would allow you to re-enroll your child in a state employee health plan. Your child may be eligible if they live in Virginia, under the age of 19, a United States citizen or qualified alien, not eligible for FAMIS Plus and lives with a family meeting the FAMIS income guidelines.

You can enroll either by contacting Cover Virginia at 1-855-242-8282 by phone Mon - Fri: 8:00 am to 7:00 pm and Sat: 9:00 am to 12:00 pm or at www.commonhelp.virginia.gov; print out and complete the paper application or visit your local Department of Social Services in the city or county you in which you live.

When is the New Leave Year?

The new leave year begins on January 10th every year. This is when a new allotment of Virginia Sickness and Disability Personal and Sick are allocated to employees in this program, and School and Community Service leave is available. The focus of this communication is to share various leave programs available to us and all state employees. The list in the following pages provides all leave types and a brief summary of acceptable use. The full leave policy can be found on the policy page of the Department of Human Resource Management (DHRM) website. A quick link to that website is available on the VDOT Benefits web page. You can also Google "VDOT Benefits" to find this information. Here are some things to keep in mind when using leave:

- All leave must be approved by your supervisor in advance whenever feasible.
- Your leave balances can be found on your pay stub through Payline, or in your Cardinal account. The leave balances shown are as of the end of the previous pay period.
- If you have questions about proper use of any leave type listed, you may refer to the full policy on the DHRM website and/or call your local HR office.

General Leave Provisions

Leave Year = January 10 – January 9

State Fiscal Year = July 1 – June 30

Federal Fiscal Year = October 1 – September 30

- Employees are to request and receive approval from their supervisor prior to taking leave.
- Employees requesting certain types of leave may be required to provide documentation.
- Employees are responsible for knowing the amount of accrued leave to which they are entitled, and have earned.
- Employees must notify Human Resources when taking leave with or without pay for 14 consecutive calendar days or more.
- Supervisors are encouraged to approve leave requests made by employees as long as agency operations are not adversely affected.
- Employees may be asked to reschedule leave if agency operations conflict with request.
- Agencies may not approve paid leave for employees who have not accrued sufficient leave during the pay period.
- Classified employees who work between 20 and 39 hours per week (50% – 99%) will receive prorated leave benefits proportionate to the number of hours worked. Note: Under VSDP, Sick Leave for current classified employees who work at least 32 hours per week is not pro-rated. Family and Personal Leave is not pro-rated for current classified employees who work less than 40 hours per week.
- This Quick Reference Guide is to be used as a tool for administering leave programs, and does not replace or supersede official policy guidance provided by the Department of Human Resources Management (DHRM). Contact your local HR Benefits Specialist for more detailed information on any leave program.

LEAVE TYPE	LEAVE CODE	DEFINITION AND USE
Civil and Work – Related (formerly Administrative)	ADM	<p>Reasonable Civil Leave is granted when required by summons to appear for jury duty; to appear as a crime victim or witness in a court proceeding or deposition as compelled by a subpoena or summons; to accompany an employee's minor child when the child is legally required to appear in court; to serve as an officer of election; to serve as a member of a state council or board.</p> <p>Civil Leave is not granted when an employee: is a defendant in a criminal matter that is either an alleged misdemeanor or felony; has received a summons to appear in traffic court (except as a witness); or who is a party to a civil case as either a plaintiff or defendant or has a personal or familial interest in the proceedings.</p> <p>Work–Related Leave may be granted for absences during scheduled work hours to: interview for other positions with the state; participate in resolution of work–related conflicts or complaints of employment discrimination; attend work–related administrative hearings as a party or witness; attend one initial session at DHRM's Career Center and one subsequent visit per leave year thereafter; attend one initial session with the Employee Assistance Program per qualifying incident.</p>
Annual (Vacation)	VAC	<p>Paid time off that is available for personal use as approved by management. Accrual rates and carry over limits vary based on years of service.</p>

Years of Service	Pay Period Accrual Rate	Maximum Carryover	Maximum Payment
under 5 years	4 hours	192 hours (24 days)	192 hours (24 days)
5–9 years	5 hours	240 hours (30 days)	240 hours (30 days)
10–14 years	6 hours	288 hours (36 days)	288 hours (36 days)
15–19 years	7 hours	336 hours (42 days)	288 hours (36 days)
20–24 years	8 hours	384 hours (48 days)	336 hours (42 days)
25 years or more	9 hours	432 hours (54 days)	336 hours (42 days)

LEAVE TYPE	LEAVE CODE	DEFINITION AND USE
Annual Leave Incentive	ALI	Provides up to 240 hours (30 days) of additional annual leave. Granted at management's discretion during the leave year to encourage individuals to accept or continue employment in critical positions. Leave does not expire. Does count towards the maximum leave you can be paid for upon separation from state service.
Bone Marrow or Organ Donation	BMO	Provides up to 30 days of paid leave in a calendar year to employees who donate bone marrow or an organ. Covers the period medically necessary for medical procedures and recuperation.
Compensatory	CPT	Paid leave provided to eligible employees in lieu of direct compensation for additional hours worked during a work week, having worked on an official office closing day, holiday, or scheduled day off. Hours worked that result in compensatory leave earned must be approved in advance in writing. Refer to the VDOT Overtime Toolkit for more detailed information.
Educational • With Pay • Without Pay	ELP ELW	Leave granted at management's discretion allowing employees time to further their education through study related to their work or the work of VDOT. Can be with full, partial or no pay for up to 12 months and extended for an additional 12 months. DHRM may grant an extension for an additional 12 months.
Emergency/Disaster Relief • Volunteer • Victim	EMS DSR	Provides up to 80 hours of paid leave annually to: 1) employees who are called away from their regular jobs and asked to volunteer to provide specific kinds of emergency services during defined times of state and/or national disasters; or 2) to an employee who has sustained severe or catastrophic damage to or loss of his or her primary personal residence, or has been ordered to evacuate that residence, as a result of a natural or man-made emergency or disaster. Must be authorized by Commissioner or designee (typically local HR Manager).
Emergency Prep Time	EPT	Paid leave granted at management's discretion. To be used in rare cases when employees are sent home by management to prepare for returning to work during an inclement weather event that does not transpire, and the employee does not have the opportunity to work a full 40 hours within the workweek.

LEAVE TYPE	LEAVE CODE	DEFINITION AND USE
Employee Recognition	ERL	Managers may give up to 40 hours of paid leave per calendar year as a form of recognition to acknowledge an employee's contribution to the overall objectives of the agency. Leave expires one year from the date given.
Employee Suggestion Program	ESP	DHRM may grant up to 5 days of paid leave given to employees who submit approved employee suggestions that do not qualify for tangible awards. Expires one year from the date given.
Family and Medical Leave • Employee • Family member	FML FME FMF	Provides employees with up to 12 weeks (480 hours) of unpaid Family or Medical Leave (FML) for birth of a child, placement of a child with the employee for adoption or foster care, to care for a family member (child, spouse, or parent) with a serious health condition, or because the employee's own serious health condition results in the inability to their perform job. FML cannot be used for funerals. Minor illnesses such as colds or flu ordinarily do not qualify. Eligibility requirements: Employed for one year and worked 1250 productive hours over the previous twelve months. An eligible employee who is the spouse, son, daughter, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty while on active duty, is entitled to up to 26 weeks of leave in a single, 12-month period to care for the service member and approved by HR prior to use.
Family/Personal – VSDP	PER	All employees hired or re-hired after 1/1/1999 are automatically enrolled in this leave program. VSDP personal is paid time off for family reasons, or other personal reasons. Unused leave balances do not carry forward at the end of the leave year. Employees hired or rehired on July 10 or after will receive pro-rated leave balances.

LEAVE TYPE	LEAVE CODE	DEFINITION AND USE
Months of Service	Personal/Family Leave Hours/Days	Hired or Rehired 7/10 – 1/9
Less than 120	32 (4 days)	16 (2 days)
120 or more	40 (5 days)	
Leave Sharing Donation	DLR	<p>Traditional Sick Plan – Permits employees who are in leave a without pay status due to their own illness to receive income by using annual leave hours donated to them by other employees.</p> <p>Traditional Sick Plan or VSDP – permits employees who experience leave without pay due to a family member's illness for which the employee is using Family and Medical Leave (FML) to receive income through donated annual leave.</p>
Leave Without Pay	LNP	An agency may grant up to 12 consecutive months of leave without pay for educational and military purposes, illness for employees participating in the Traditional Sick Leave Program, and/or for a FMLA covered absence to care for a family member.
Long Term Disability Working – VSDP	LTD	Permits employees who are performing a Transitional Work Assignment (TWA) during Short Term Disability (STD) to transition into LTD–Working status when they reach the maximum period of STD and continue to work 20 or more hours per week. During LTD–Working status the employee remains eligible for LTD benefits.
Military	MIL	Provides up to 15 days of paid leave per federal fiscal year to active members of the armed forces and reserves when orders are received for duty or training.
Military Bank Leave	MBL	Full–time employees who are members of the organized reserve forces, armed services of the United States or Virginia National Guard may carry forward excess accrued annual leave hours at the end of the leave year to be retained as Military Bank leave (MBL). Hours over the normal carryover limits retained as MBL may be used only during active military duty. MBL may not be paid out or credited in any other form.

LEAVE TYPE	LEAVE CODE	DEFINITION AND USE
Military Disaster	MLD	Leave with pay when the Governor calls the military to active duty to respond to a natural or man–made disaster. This is separate from the 15 days of military leave (MIL).
Military Physical	MIP	Up to 8 hours of paid leave per federal fiscal year for active military personnel to receive a physical exam before or after deployment.
Overtime Earned/Taken	OTL OTT	Leave earned by non–exempt employees working over 40 hours in a workweek at 1 ½ rate. Only available in certain districts or divisions when approved by management. Agreement Form required.
Pre-Disciplinary	PD1 PD2	Paid leave limited up to 15 workdays per incident. Used to immediately remove an employee from the workplace where it is determined he/she may be harmful to themselves or others; makes it impossible for the agency to conduct business; or may constitute negligence in regard to the agency's duties to the public and/or other employees. This leave may also be used to provide pay to the employee while the agency is providing necessary due process if employee is not on suspension pending investigation. Pre-disciplinary leave may be extended under certain circumstances for a specified period of time with approval by the agency head.
Pre-Layoff	PLL	Up to 80 hours of paid leave for employees impacted by layoff. May be used for seeking employment during the layoff notice period (prior to the effective date of layoff). Must be scheduled and approved by management prior to use.
Sick Leave – Traditional	SCK	Applies to employees hired before 1/1/1999 who chose not to participate in VSDP. Provides employees with 5 hours of paid leave each pay period to be used for reasons related to their own health care. Up to 48 hours per leave year may also be used for illnesses or death of an immediate family member. Up to 33% of available balance may be used for approved Family and Medical Leave reasons (FML). Unused balances carry forward each leave year. Employees with 5 or more years of continuous service may be paid for 25% of their sick leave balance up to \$5,000 upon separation.

LEAVE TYPE	LEAVE CODE	DEFINITION AND USE
Sick Leave – VSDP	SDP	All employees hired or re–hired after 1/1/1999 are automatically enrolled in this leave program. Provides employees with paid leave from work for reasons related to their own health including illness, injury, pregnancy, and doctor visit when STD benefits are not being paid. Up to 33% of available balance may be used for approved Family and Medical Leave Act (FMLA) reasons and requires an approved FMLA through Human Resources prior to use. Employees hired or rehired on July 10 or after will receive a pro–rated sick leave balance.

Months of Service	Sick Leave Hours/Days	Hired or Rehired 7/10 – 1/9
Less than 60	64 (8 days)	40 (5 days)
60 – 119	72 (9 days)	
120 or more	80 (10 days)	

Short Term Disability – VSDP	STD	Benefits for employees enrolled in VSDP who become disabled and cannot work. Medical absences due to pregnancy are also covered. STD commences upon the expiration of a 7 day waiting period, provides replacement income for a maximum of 125 work days at either 100%, 80%, or 60% for defined periods of time based on total months of service. Employees hired or rehired on or after 7/1/2009, must complete 1 year of continuous state service to be eligible for short term disability benefits under VSDP as indicated in the second chart below unless the claim is ruled compensable under Workers’ Compensation.
-------------------------------------	-----	---

Hired or Re–hired prior to July 1, 2009			
Months of Service	Work Days at 100%	Work Days at 80%	Work Days at 60%
Less than 60	5	20	100
60 – 119	25	25	75
120 – 179	25	50	50
180 +	25	75	25

LEAVE TYPE	LEAVE CODE	DEFINITION AND USE	
Hired or Re-hired after July 1, 2009			
Months of Service	Work Days at 100%	Work Days at 80%	Work Days at 60%
1 – 12	0	0	0
13 – 59	0	0	125
60 – 119	25	25	75
120 – 179	25	50	50
180 +	25	75	25
School Assistance & Volunteer Service (formerly Community Service)	CSL	Up to 16 hours of paid leave per leave year to provide voluntary services through eligible non-profit organizations within or outside the employee's community. Also may be used for school assistance for parents to meet with teachers, school Specialists, or to participate in school functions at a pre-school, elementary, middle, or high school. As of 7/1/2009, volunteer fire fighters receive an additional 8 hours of School Assistance & Volunteer Service leave.	
Worker's Compensation Day of Injury	WCL WCI	Leave used when Third Party Specialist approves a work related accident or illness claim.	

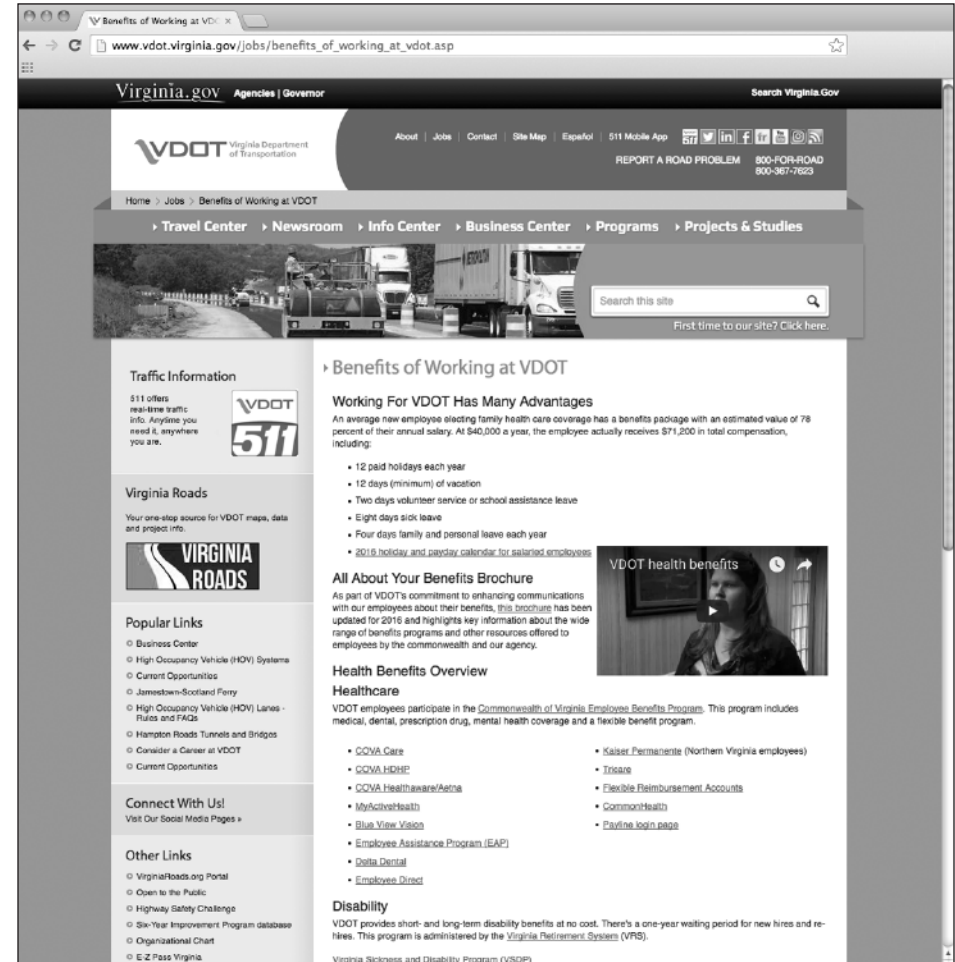
General Contact Information

The first employee in the list for each location is the primary benefits contact.

District	Name	Email	Phone Number
Bristol	Elizabeth Hackney Naoma Norris	Elizabeth.Hackney@vdot.virginia.gov Naoma.Norris@vdot.virginia.gov	276-669-9995 276-696-3284
Central Office	Vivian Addotey Jo Anne Mitchell Catherine Hill	Vivian.Addotey@vdot.virginia.gov Joanne.Mitchell@vdot.virginia.gov Catherine.Hill@vdot.virginia.gov	804-786-2771 804-371-6853 804-786-5953
Culpeper	Ashley Neff Colleen Pais	Ashley.Neff@vdot.virginia.gov Colleen.Pais@vdot.virginia.gov	540-829-7529 540-829-7438
Fredericksburg	Myra Beasley Cindy Oslin	Myra.Beasley@vdot.virginia.gov Cindy.Oslin@vdot.virginia.gov	540-372-3552 540-899-4315
Hampton Roads	Stephanie Deemer Erica Bolden	Stephanie.Deemer@vdot.virginia.gov Erica.Bolden@vdot.virginia.gov	757-925-2524 757-925-1625
Lynchburg	Connie Walton Reisa Seward	Connie.Walton@vdot.virginia.gov Reisa.Seward@vdot.virginia.gov	434-856-8166 434-856-8163
Northern Virginia	Teresa Evans Jeanette McCoy	Teresa.Evans@vdot.virginia.gov Jeanette.McCoy@vdot.virginia.gov	703-259-2378 703-259-1780
Richmond	Beverly Wagner Charlene Reiser	Beverly.Wagner@vdot.virginia.gov Charlene.Resier@vdot.virginia.gov	804-524-6131 804-524-6128
Salem	Kathy Phillips Susan Shively	Kathy.Phillips@vdot.virginia.gov Susan.Shively@vdot.virginia.gov	540-387-5339 540-378-5042
Staunton	Nanette Lam Marsha Reese	Nanette.Lam@vdot.virginia.gov Marsha.Reese@vdot.virginia.gov	540-332-9904 540-332-7066
Statewide	Tanya L. Simmons Jennifer Chenault	Tanya.Simmons@vdot.virginia.gov Jennifer.Chenault@vdot.virginia.gov	804-371-4694 804-786-0501

Visit VDOT's Benefits Website

Just search for "VDOT Benefits" from any computer to land on the "Benefits of Working at VDOT" web page. This area provides a one-stop-shop for employees, their spouses and even prospective employees to find out more about the state benefits information available. This page is accessible to anyone with Internet access, 24-7.



Are you or someone you know looking for a VDOT Job?

Visit www.vdot.jobs.

Helpful Information

For more information about Retirement and Life Insurance, visit www.varetire.org.

There is also a listing of Human Resources benefits specialist contacts on the previous page that provides phone numbers and email addresses of Human Resource staff that are available to assist employees and dependents during normal business hours.

Contact your HR Benefits Specialist to schedule a one-on-one meeting.



VRS Retirement Plans

VRS Plan 1	VRS Plan 2	Hybrid Retirement Plan
Eligible Members For active employees or those with service credit or an ORP account balance before 7/1/2010	Eligible Members For active employees or those with service credit or an ORP account balance on or after 7/1/2010-12/31/2013	Eligible Members For active employees if your membership date is on or after 1/1/2014 and for VRS Plan 1 and 2 members who elected to opt into the plan during the elective window held 1/1/2014-4/30/2014, the plan's effective date for opt-in members is 7/1/2014.
Retirement Contributions Employee contributes 5% member contribution	Retirement Contributions Employee contributes 5% member contribution	Retirement Contributions Employee contributes 4% to Defined Benefit Employee contributes mandatory 1% to Defined Contribution Component
Average Final Compensation (AFC) Average of 36 consecutive months of highest compensation	Average Final Compensation (AFC) Average of 60 consecutive months of highest compensation	Average Final Compensation (AFC) Average of 60 consecutive months of highest compensation for the defined benefit component of the plan
Normal Retirement Age 65	Normal Retirement Age Social Security retirement age	Normal Retirement Age Social Security retirement age for the purpose of the defined benefit component of the plan
Earliest Unreduced Retirement <ul style="list-style-type: none"> Age 65 w/5 years service or Age 50 w/30 years service 	Earliest Unreduced Retirement <ul style="list-style-type: none"> Age 65 w/5 years service or Age 50/30 years service 	Earliest Unreduced Retirement <ul style="list-style-type: none"> SS retirement age w/5 years service or Age 60 with age & service = 90
Earliest Reduced Retirement <ul style="list-style-type: none"> Age 55 w/5 years of service or Age 50 w/10 years service 	Earliest Reduced Retirement <ul style="list-style-type: none"> Age 60 w/5 years service 	Earliest Reduced Retirement <ul style="list-style-type: none"> Age 60 w/5 years service

Member Benefit Profiles (MBPs)

The Member Benefit Profiles (MBPs) for employees in VRS Plan 1 and Plan 2 can be accessed through your myVRS account. The information included on your MBP is reported to VRS as of June 30 each year and includes:

- Account balance information
- Retirement eligibility
- Group life insurance
- Health insurance credit
- Deferred compensation

Employees in the Hybrid Retirement Plan can view their account balance and benefit information in myVRS.

How Do I Access My MBPs?

- Log into VRS using the following link <http://www.varetire.org/>.
- Click on the myVRS Access tab.
- Select the “Members Log In or Register” option.
 - If you have established a VRS Employee Account, log in using your username and password.
 - If you haven’t established a VRS Employee Account, select “Register”.
- Once logged in, click on the “Account Home” tab at the top of your home page screen.
- Over to the left will be a group of tabs.
 - Select the “Member Benefit Profile (MBP)” tab.
 - You will have access to your current MBP as well as previous MBPs.
 - Click on the MBP that you want to preview and it will open up automatically.
 - You can print your MBP for your records.
- Should you have any questions, please contact your local HR office.

DHRM provides total compensation information to classified employees through the “My Employment Profile” application in the DHRM Employee Direct portal. You can review your total compensation statement through your DHRM Employee Direct portal at <https://edirect.virginia.gov/>. Your Employment Profile does not currently include information on deferred compensation programs. DHRM will be working with the Department of Accounts to add this feature as resources permit. If you have any questions, contact your local HR Benefits Specialist.

Total Compensation Statement

EmployeeDirect

The Portal for Virginia State Employees

Change Application Logoff

Employment and Compensation Information Online

Print Friendly

Instructions Agency, Role and Position Personal Salary, Performance, and Status Total Compensation Statement Emergency Contact

Total Compensation for:

The Total Compensation display provides an estimate of the value of your compensation package based on information currently available in the DHRM data warehouse. This information does not constitute a contract, nor is it an invitation to contract. Nothing on this web page is intended to create or imply any contract rights.

Section 1: Cash Compensation

State Salary:	\$47,424.00
Annualized Salary:	\$0.00
Non-State Supplement:	\$0.00
Special Pay:	\$0.00
Temporary Pay:	\$0.00
Military Supplement:	\$0.00
Total Cash Compensation:	\$47,424.00

Section 2: Funded Benefits

	Annual Dollar Amount	Percent of Total Cash Compensation
Retirement Contribution:	\$6,743.69	14.22 %
Retirement Plan:	State Employees System Plan 1	
Health Insurance Premium:	\$6,516.00	13.74 %
Plan:	COVA Care + Expanded Dental (Anthem)	
Coverage:	Self Only	
Medicare Tax:	\$687.65	1.45 %
Social Security Tax:	\$2,946.29	6.20 %
Group Life Insurance:	\$564.35	1.19 %
Group Life Benefit Amount:	\$96,000.00	
VSDP and Long-Term Disability:	\$313.00	0.66 %
Retiree Health Insurance Credit Premium:	\$497.95	1.05 %
Total Funded Benefits:	\$18,262.92	38.51 %
Total Cash Compensation and Funded Benefits:	\$65,686.92	

Note: Amounts reported for Funded Benefits represent the cost to your agency and not necessarily the value of the benefits to you as an individual employee. For the Hybrid Retirement Plan, there is a 1% match on the employee's first 1%, plus 0.25% match for each additional 0.50% up to a maximum 3.5% employer contribution. The Unknown Retirement category includes QRP participants. Temporary pay, when present, is not included in the percent calculations for Retirement Contribution, Health Benefits Premium, Group Life Insurance, or Retiree Health Insurance Credit Premium. Additional cost of Unemployment Compensation, Workers' Compensation, and the IRS Section 401(A) Cash Match program are excluded.

Section 3: Paid Leave

	Annual Dollar Amount	Percent of Total Cash Compensation
Annual Leave:	\$4,924.80	10.38 % 27.00 days per year
Sick Leave:	\$1,924.00	3.85 % 10.00 days per year
Family/Personal Leave:	\$912.00	1.92 % 5.00 days per year
School Assistance and Volunteer Service Leave:	\$364.80	0.77 % 2.00 days per year
Holidays:	\$2,188.80	4.62 % 12.00 days per year
Total Paid Leave:	\$10,214.40	21.54 %
Total Compensation:	\$75,901.32	

Note: The leave programs listed are those available to classified employees. If you are a faculty, appointed, or otherwise non-classified employee, then your leave benefits may be different. The cost of leave benefits is built into your salary. The number of days listed is the number that is allotted to, or accrued by, you each year, adjusted when your work time percent is less than 100 or months worked are less than 12. For employees working less than 12 months, the number of holidays listed is adjusted, with the assumption that holidays missed are proportionate to time not worked. You may qualify for other leave, including Compensatory, Overtime, Educational, Civil, Military, Emergency/Disaster, Public Health Emergency Leave, and Leave to Donate Bone Marrow or Organs. The Governor may approve additional holidays.

EmployeeDirect Security Checkoff

Deferred Compensation

Whether you have the VRS defined benefit plan or one of the Optional Retirement Plans as your primary retirement benefit, or if you are a salaried or wage employee, you are eligible to enroll in the Commonwealth of Virginia 457 Deferred Compensation Plan administered by ICMA-RC. In addition, if you are a salaried employee, you may qualify for the Cash Match Plan (401a). You will receive a cash match from VDOT to your Virginia Cash Match Plan account.

The minimum amount you can contribute is \$10 per pay period. The maximum you can contribute is up to 100 percent of includible compensation or the maximum amount allowed under IRS regulations for the given year.

There are two types of contributions you may make to your Commonwealth of Virginia 457 plan. They are pre-tax contributions which means that you will pay taxes later and lower your taxable income now and Roth (after- tax) contributions which means that you will pay taxes on the contributions now and make tax-free withdrawals later, as long as certain criteria are met.

You can learn more about the Deferred Compensation program administered by ICMA-RC at <http://www.varetirement.org/vrsaccountlogin.html> or contacting them at 1-VRS-DC-PLAN1 (1-877-327-5261)

If you have any questions, contact your local HR Benefits Specialist.

Workers' Compensation

Workers' Compensation is mandatory insurance for the protection of injured employees. Workers' Compensation is an exclusive remedy for injured employees. It is a 'No Fault' insurance. Workers' Compensation is provided for injuries caused by an accident, which has arisen out of the employment or occurrence in the course of employment. Most injuries happen through human or mechanical error and are unintentional. The Workers' Compensation laws were designed to offer protection for both the employee and employer. Workers' Compensation benefits are administered by MC Innovations, LLC. MC Innovations provides a team of specialist who handle work related injuries for the Commonwealth of Virginia.

The Do's of Workers' Compensation

- Do notify your supervisor of an injury as soon as it happens.
- Do choose an authorized panel physician.
- Do get medical treatment if required.
- Do contact The Reed Group at 1-800-652-5602 if you are a participant of VSDP.
- Do fill out the Employee's Notice of Injury form.
- Do fill out the Panel Physician Selection Form.
- Do fill out the Injury/Illness Event Data Collection Worksheet.
- Do get a note from the physician each time you visit the physician and give a copy of your doctor's note to your supervisor and your authorized Workers' Compensation contact claims analyst.
- Do notify Safety, Security and Emergency Management Division and MC Innovations, LLC. immediately, by telephone, of a serious injury or fatality. If you are in VDSP, have a family member call The Reed Group if you are unable to do so.
- Do cooperate with VDOT and MC Innovations, LLC.
- If you are not sure what to do, contact your local HR Benefits Specialist.

The Don'ts of Workers' Compensation

- Don't leave work before reporting the injury.
- Don't go to your Primary Care Physician (unauthorized doctor).
- Don't go to the medical provider referred by the Emergency Room physician (unauthorized doctor).
- Don't stay out of work without a doctor's note.
- As a supervisor, don't tell your employee to go home until they are well.

Transitional Work Assignment Policy and Procedure

The purpose of Virginia Department of Transportation's (VDOT) Transitional Work Assignment and Procedure is to help enable recovery and the resumption of full duty by injured or ill employees whose injury or illness initially restricts their ability to perform their normal job duties. This policy and procedure also communicates roles, responsibilities and details about the procedures associated with Transitional Work Assignments (TWAs) and VDOT's Return to Work (RTW) program.

When an employee is able to return to work, a Transitional Work Agreement is developed based on the restrictions which the employee's treating physician has communicated to their supervisor. The duration of this assignment is limited to 90 days or less but could be extended on a case-by-case basis. The assignment can include tasks from the employee's current job description or other work assignments based on the work unit's business need, the employee's ability to perform, and the health care provider's certification (doctor's note) approving these transitional duties. TWAs may be full, part-time or intermittent, based on the work unit's business needs. The plan is designed to help you increase your ability to work (functional capacity) in a staged manner to support the incremental healing process your body will be undergoing.

Safety Rules

These safety rules shall be posted and kept posted in all buildings, shops and storage sheds owned or leased by the Virginia Department of Transportation (VDOT). All workers will abide by these safety rules.

Safety is a critical component in all operations carried out at the Virginia Department of Transportation (VDOT). The safety rules are not intended to be all-inclusive, but rather to highlight some key safety rules and provide links to some additional safety documents. Contact your immediate supervisor if you have any questions or concerns regarding your personal safety.

A copy of the safety rules are provided and reviewed upon your initial employment. Annually, or as necessary thereafter, your supervisor will provide and review the safety rules with you.

1. Report all personal injuries and vehicle or equipment accidents to your supervisor immediately. If you observe an unsafe condition or act, report it immediately to your supervisor or Safety Manager.
2. All workers shall wear appropriate VDOT-approved Personal Protective Equipment (PPE) and high-visibility safety apparel for the appropriate work activities being performed.
3. All workers shall use appropriate fall protection as required in accordance with applicable occupational Safety and Health standards.
4. A minimum five minute safety meeting (related to daily work assignments) will be held each morning before a work party of two or more begins work.
5. Seat belts shall be worn by all vehicle/equipment operators and passengers.
6. The use of cell phones is prohibited when operating any vehicle / equipment owned or paid for by the state. The use of cell phones may be used for making and receiving calls only if the vehicle is equipped with a hands-free system.

7. Where there is limited sight distance, obstructions, or limited maneuverability when backing or during periods of limited visibility, a ground guide or spotter must be used, when available.
8. All workers are prohibited from entering a permit required confined space without proper training, permits, atmospheric testing and authorization.
9. Workers shall use appropriately rated chains, slings, rope and /or straps.
10. Before any worker performs any servicing, maintenance, repairs on any facility, machinery or equipment where the unexpected energizing startup or release of any type of energy could occur and cause injury, the machinery or equipment will be rendered safe to work on by either being locked or tagged out.
11. Gasoline is prohibited to be used to start a fire or as a cleaning agent.
12. Disruptive or unsafe behavior, such as horseplay during work operations, catching a ride on a piece of equipment or sideboards, or any demonstration of violence towards other workers or VDOT property, is prohibited.

Additional guidance regarding the VDOT Safety Rules and detailed Safety Policies can be found in the agency's Corporate Document Center located on InsideVDOT or through the Corporate Document link on Safety, Security and Emergency Management page.

Chief Engineer's Safety Excellence Award

The Chief Engineer's Safety Excellence Award program encourages every single employee to do something about opportunities they see to reduce injuries and illness. The goal of the program is to improve the safety, health, and productivity of our facilities and working conditions, while continuing to foster a "Culture of Safety" within all aspects of our day-to-day work.

Employee participation is vital for this program to work! There will be three areas of employee emphasis that need your help to succeed:

- **Ideas:** Share your observations, knowledge and recommendations through submission of safety improvement 'good ideas'.
- **Videos:** Collaborate with your co-workers to create and submit 'smartphone-style' safety communications videos. Get engaged in safety!
- **Training:** Improve your safety knowledge through completion of approved training courses.

The safety 'good ideas' submission website is available from the following InsideVDOT website. If you do not have access to InsideVDOT, please write down your safety idea and work with your supervisor, manager or Superintendent to get your idea into the system: <https://insidedot.cov.virginia.gov/div/SPMD/STRN/PBJIV/SitePages/Home.aspx>.

Get involved with safety!

State Fraud, Waste, and Abuse Hotline

Toll-Free Number: 1-800-723-1615

Monday – Friday

8:00 AM – 5:00 PM

State employees are obligated to report instances of fraud, waste and abuse in state government. You can report it to your manager or call the Hotline if you are uncomfortable in making the report to your manager.

Your confidential call is:

- Anonymous
- Non-Traceable
- Toll-Free

For more information, please go to www.osig.virginia.gov or you may contact the Office of the Attorney General:

E-mail: cov hotline@osig.virginia.gov

Fax: 804-371-0165

Mail: State FWA Hotline

P. O. Box 1151

Richmond, VA 23218

Retaliation for calling the hotline or participating in an investigation is prohibited and subject to discipline.

Operating State Vehicles

Be Responsible! You are VDOT's most valuable asset! To keep you, the driver, and those with whom you share the road safe, VDOT subscribes to policies and procedures governing the safe operation of all of its equipment. Operators are responsible for knowing and understanding all policies, procedures and laws.

Responsibility for safe operation is on the driver: Drivers are responsible for reviewing and conforming to all policies and procedures pertaining to the use, maintenance and operation of a State vehicle.

Driver's License: Anyone driving a state-owned vehicle must have a valid driver's license.

General Operation: Control the vehicle in a manner so as to avoid accidents.

- Practice defensive driving by anticipating and observing the actions of other drivers.
- Averting your eyes from the road may cause an accident. Use your best judgment when using climate control settings, radio, or other settings and controls.
- All drivers should perform a walk around visual inspection of the vehicle prior to moving.
- Drivers shall use state-owned vehicles for official state business only. Vehicles are to be operated in a manner which avoids even the appearance of impropriety.
- All violations and fines are the responsibility of the assigned driver.

Cellular Phones and Handheld Devices: Cellular and Smart phones, blackberries, GPS, or other devices

- Must be operated hands-free or while the vehicle is in park.
- Text messaging and emailing are prohibited while the vehicle is in drive and/or in motion.
- Two-way radio, essential equipment use for emergency vehicles is governed by agency policy.

Eating: Eating food is prohibited while driving a State-owned vehicle.

Compliance with Motor Vehicle Laws: Each driver must observe all motor vehicle laws. Drivers must not knowingly operate vehicles that do not comply with legal requirements.

Alcoholic Beverages and Drugs: Under no circumstances may a state employee operate a vehicle while under the influence of intoxicating beverages, drugs or other substances. No state vehicle may be used to transport alcoholic beverages except in the performance of official duties.

Tobacco Products: Smoking and use of other tobacco products is prohibited in state vehicles.

Driving Under Adverse Weather Conditions: Take extreme care to ensure driver and passenger safety.

Seatbelts: Seatbelts must be used in accordance with State law.

Responsibility: Drivers of State vehicles are subject to consequences and are legally liable if in violation of any policy or for infractions against motor vehicle laws of the Commonwealth of Virginia.

In Case of a Crash: While the vehicle is at the scene, the operator or a representative of the agency using the vehicle shall immediately report the crash to the Department of State Police, or to the police department of any state college, university or community college. If the crash occurs on state parking facilities, or adjacent highways under the jurisdiction of the Virginia Capitol Police, the crash shall be reported to that agency.

Commuter Incentive Program

VDOT offers Commuter Incentive Programs to help our employees make smart decisions about their commute. This program provides a tax free monthly subsidy that can help pay for vanpooling, mass transit, and commuter train. Contact your HR Benefits Specialist for more information.

Visit <http://www.virginiadot.org/travel/parkride/terms.asp> to view transportation options and regional Ride sharing agencies.

VDOT's Virtual Campus

All VDOT employees are provided access to the VDOT University Virtual Campus. This online learning management system is the central repository for all agency training and development. Available 24/7/365, the Virtual Campus puts an extensive catalog of classroom and online courses at your fingertips.

In particular, if you are in need of "just in time" training, the Virtual Campus provides immediate access to hundreds of course offerings from SkillSoft. These courses span topics in the following areas:

- Business
- Information Technology
- Interpersonal Skills
- Legal Compliance
- Employee Safety & Health
- Desktop Software

With so many offerings available, and with course lengths varying from under an hour to a few hours, there are sure to be opportunities for most any employee. To access the Virtual Campus, login from the following link: <https://VirtualCampus.VDOT.Virginia.gov>. From there, you can search and explore the many great opportunities available.

To access the Virtual Campus externally, go to www.virginiadot.org. Under Popular Links, select, "Consider a Career at VDOT." Under Your Career at VDOT, select "Virtual Campus." Under VDOT University's Virtual Campus, select the link under "If you work at VDOT, visit the Virtual Campus for employees." For questions or Virtual Campus support, contact VDOTUniversity@VDOT.virginia.gov.

Books 24x7

In addition to the Virtual Campus and its resources, VDOT also provides employees access to nearly 75,000 online books through Books 24x7 database. Topics include Business, Engineering, Leadership, Finance, Government, IT, Software and Wellness.

After a one-time registration using a VDOT e-mail address, Books 24x7 provides quick and simple access to this extensive collection of resources from <http://library.books24x7.com>. At this time, a VDOT email address is a requirement for establishing an account to enable access to Books 24x7. For questions or assistance with Books 24x7, contact our VC Support Services at VDOTUniversity@VDOT.virginia.gov.

For information on 10 other full-text online databases and more than 50,000 print resources, or for OFF-Network library access, contact the VDOT Research Library at Library@VDOT.Virginia.gov.

Learning Partnership Program

Have you thought about getting that degree that could advance your career at VDOT? If so, you should know VDOT can provide tuition reimbursement to eligible classified employees pursuing courses and degrees aligned with their job roles and agency needs. Contingent on business relevance, budget and supervisor approval, VDOT employees all over the state may complete course work, even pursue advanced degrees that will help them with career progression.

To learn more about the Learning Partnership Program, contact your District or Central Office Training Manager.

Career Development

The Virginia Department of Transportation (VDOT) wants every employee to think about their relationship with the agency as a career rather than a job. VDOT leaders challenge our employees to be constantly growing and developing.

We need a strong workforce that is capable of addressing transportation challenges today and well into the future. We want employees to be able to move sideways, as well as up the organization, as they develop skillsets to be competitive for other positions. Career development supports our efforts to fill the VDOT talent pipeline, especially in key areas of our business.

Career development helps our employees to see opportunities for the future in a more structured way. Career Development at VDOT includes:

- A one-stop online team site and resources for employees/managers.
- Aspirational positions in some of VDOT's core business areas and how to best develop for them.
- Ways to develop leadership competencies & technical skills.
- Career coaches that are VDOT trained professionals.
- Links to systems to access jobs beyond those featured in the team site.

Navigate to the Career Development site from the Human Resources homepage or go to <https://insidevdot.cov.virginia.gov/div/lc/ADM/CD/>.

If you would like to discuss your development at VDOT, contact your District Training Manager and make an appointment to take charge of your future.

To learn more, go to the Human Resources Division site under Workforce Development, select "Career Development" or go to <https://insidevdot.cov.virginia.gov/div/lc/ADM/CD/SitePages/Home.aspx> or http://www.virginiadot.org/jobs/career_development.asp (external site)



Who are VDOT's Career Coaches?		
Location	Name	Phone Number
Central Office	Richard Allert	804-786-4276
	Lynne Daley	804-371-6819
	Bill Danzeisen	804-786-4908
	Pamela Koger-McElwain	804-786-3875
Bristol	Mike Hollon	276-669-9988
Culpeper	Gail White	540-829-7671
	Leitha Atkins	540-829-7532
	Christina Dennis	540-829-7533
Fredericksburg	Kaye Thomas	540-372-3575
Hampton Roads	Lisa Lorga	757-925-2521
Lynchburg	Jonathan Baum	434-856-8167
Northern Virginia	Cherryl Clement	703-259-2980
Richmond	Jimmy Powell	804-796-4352
Salem	Guy Demarco	540-375-9563
	Wade France	540-375-3560
	Teresa Moody	540-375-3566
Staunton	TBD	540-332-9253
	Janice Ramsey	540-332-8934

Virginia Department of Transportation
Human Resources Division
1401 E. Broad Street
Richmond, VA 23219

CAREER DEVELOPMENT

Charting Your Path to a Career at VDOT

When is the last time you considered...



Career Development is a coordinated approach for employees to grow their skills, add value to the business, learn new things and make themselves more marketable. Whenever you add to your toolbox, you are more valuable and are acquiring skills to develop your career.

Career Development at VDOT includes:

- An online framework, tools and resources for employees, coaches and supervisors to support more meaningful career development conversations.
- Critical positions in some of VDOT's core business areas and how to best develop for them.
- Targeted ways to develop leadership competencies and technical skills.
- Career coaches to help you define and achieve your goals.
- Transparency around job descriptions, required technical competencies and development actions.
- Links to resources to access jobs beyond those featured in the team site.

How do I Get Started?

1. Go to the Career Development team site.
2. Complete the self-assessment.
3. Review with your supervisor.
4. Schedule time to meet with a career coach. In the meantime, explore the many career resources and tools available to you.

Why is VDOT investing in this now?

We are investing in Career Development because we realize the need for our agency to be a learning organization, build our bench strength, and deepen our talent pool to meet current and future business needs.

What is a career coach?

Coaches are training professionals who provide career counseling and work in partnership with the employee and supervisor. They help the employee make meaning of their assessments, ask probing questions about interests and skills and discuss career development options. Coaches also provide feedback and guidance on the development plans that employees have created.

When should I consider Career Development? *Anytime! All of the time!*

Skills, jobs, the industry, life outside of work and **you** change constantly. Career Development can help you to do better in your current role, break out of a comfort zone or prepare you for your next job.

Does development for or pursuing a position guarantee a promotion?

No. Career Development is not a check-the-box exercise.

Do I have to stay in my function or can I look at other careers?

Explore your interests and skills in all areas of VDOT. We value cross-functional and cross-geographical experiences that provide new skills and perspective.

Commonwealth of Virginia 2017 Pay and Holiday Calendar

State Holidays

January 2
New Year's Day (observed)
January 13
Lee-Jackson Day
January 16
Martin Luther King, Jr. Day
February 20
George Washington Day
May 29
Memorial Day
July 3
8 hours additional holiday time
July 4
Independence Day
September 4
Labor Day
October 9
Columbus Day
November 10
Veterans Day (observed)
November 22
4 hours additional holiday time
November 23
Thanksgiving
November 24
Day After Thanksgiving
December 22
4 hours additional holiday time
December 25
Christmas
December 26
8 hours additional holiday time

Please note: In some agencies, the holiday and payday schedule may vary from what is shown here. If you have questions, see your agency human resources officer.

Denotes Payday ☐

Denotes Holiday ☐

Denotes Additional Time Off ☐ 8 hrs ☐ 4 hrs

Denotes Payday on Holiday or Time Off ☐ ☐

Published by the Virginia Department of Human Resource Management. An equal opportunity employer.

©2016 Commonwealth of Virginia



January

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

March

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

December

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Virginia Department of Transportation
Human Resources Division
1401 East Broad Street
Richmond, VA 23219